

Adoption Assistance Rate Determination Information for Adoption Workers

2014

The following is a brief overview of the adoption assistance rate determination process for adoption workers.

The adoption worker is to facilitate a discussion with the prospective adoptive parent(s) to consider the need the family has for adoption assistance. The adoption worker and the prospective adoptive parent(s) should take into consideration the circumstances of the prospective adoptive family and the needs of the child being adopted. The adoption worker and prospective adoptive parent(s) will convey the circumstances of the family and the needs of the child to the Adoption Subsidy Office, by completing and submitting the DHS-959, Adoption Assistance Rate Determination Worksheet, along with the adoption assistance application packet and supporting documentation.

Through discussion with the prospective adoptive parent(s) using the DHS-959, the adoption worker and prospective adoptive parent(s) will determine the following:

- The child's extraordinary medical or behavioral expenses, and
- The child's child care/day care needs and expenses, and
- The child's educational needs and expenses, and
- The child's basic/ordinary needs (examples: shelter, food, clothing, school supplies), and
- The child's special needs, if applicable, and
- The prospective adoptive parent(s) capacity to incorporate the child into their household in relation to the daily rate they are requesting, taking into account their lifestyle, standard of living and future plans, as well as their overall capacity to meet the needs of the child, and
- Available resources to assist with the expenses, and
- The amount the family is able to contribute to the expenses, and
- The daily adoption assistance rate the prospective adoptive parent(s) is requesting (not to exceed the maximum foster care payment for the child which was paid or would have been paid if the child had been in a foster family home at the time of adoption) taking into consideration available resources to assist with the expenses and the amount the family is able to contribute to the expenses.

The adoption worker may contact the adoption subsidy analyst assigned to their agency to ask for assistance on how to complete the DHS-959 at any time during the process.

If the child is determined eligible for adoption assistance, the Adoption Subsidy Office will prepare and send to the adoption worker a proposed DHS-4113, Adoption Assistance Agreement, which includes the offered rate and the maximum adoption assistance rate.

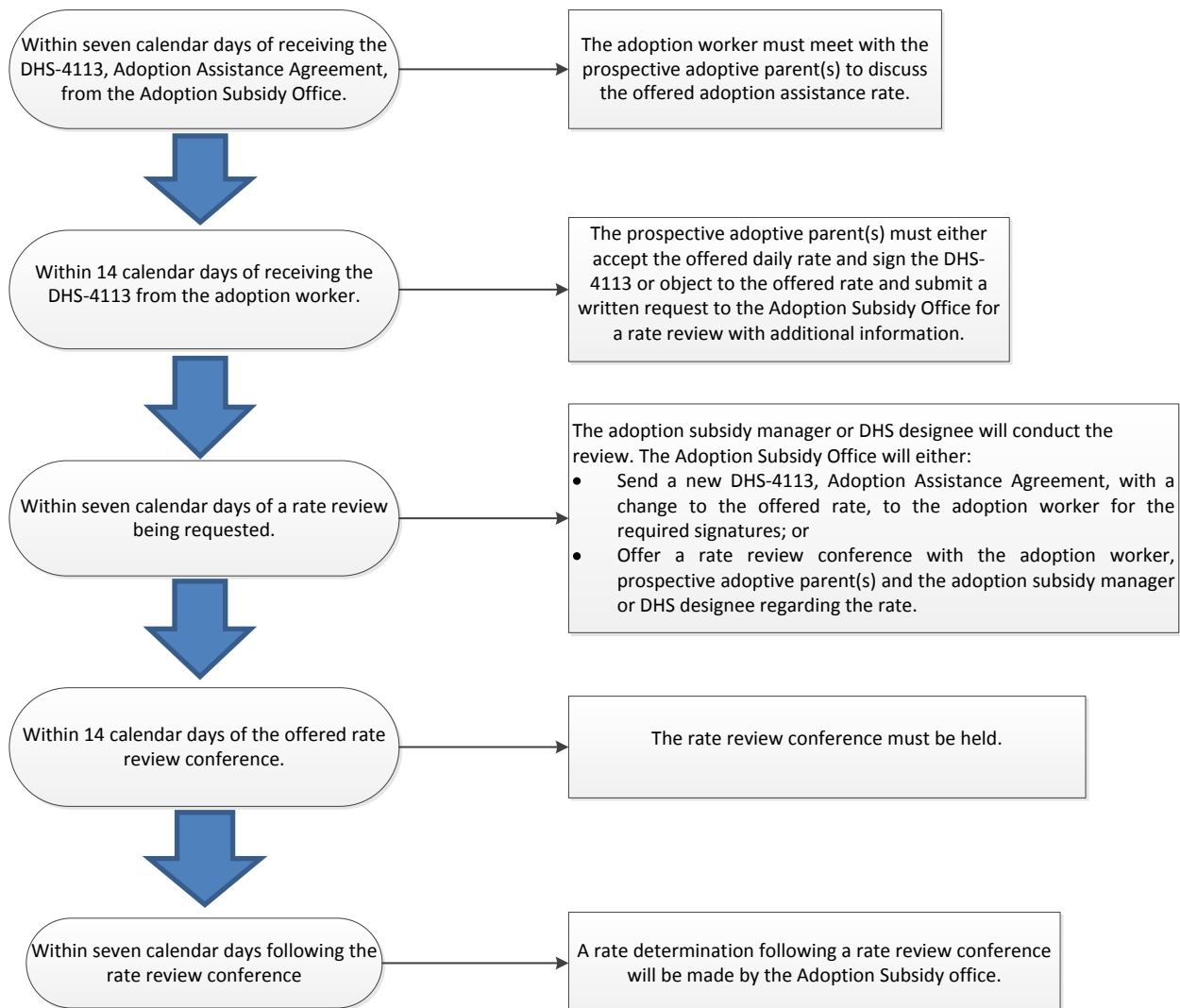
Note: If the offered rate is zero, it does not mean that the child is ineligible for adoption assistance. This means that the information provided in the application packet, taking into consideration available resources to assist with the expenses and the amount the family is able to contribute to the expenses, indicated that a daily rate is not needed at the time. **The prospective adoptive parent(s) may request an amount less than the maximum rate including a**

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zero rate, based on their family circumstances at the time. The prospective adoptive parent(s) may request a different rate, up to the maximum adoption assistance rate, if their circumstances change in the future.

Timeframe requirements:



Note: If the prospective adoptive parent(s) does not want a rate review and/or objects to the outcome of the conference, he/she may request an administrative hearing in writing; see AAM 700.

Renegotiation: If the prospective adoptive parent(s) agree to an ongoing adoption assistance rate that is less than the maximum daily rate indicated on the DHS-4113, they may request a renegotiation of the rate (up to the maximum adoption assistance daily rate set by the Adoption Subsidy Office) when extraordinary circumstances occur that will impact the child's needs or family

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circumstances over an extended period of time. The adoptive parent(s) will need to submit a current DHS-959, Adoption Assistance Rate Determination Worksheet and supporting documentation to the Adoption Subsidy Office.